

Focus:	Statewide Planning & Research SPR	State of Alaska Department of Administration Division of Personnel <u>Policies and Procedures</u>
Topic:	Issuing Policy & Procedure 10130 PRO	Effective Date: 12/28/05 Supercedes: SOP 11 Division Procedures Section II
Link(s):	DIR 10110 POL DIR 10110 PRO DIR 10110 FRM	DIR 10120 POL DIR 10120 PRO DIR 10120 CHK DIR 10130 POL

PROCEDURE:

I. Notification

- A. The Statewide Planning & Research (SPR) function will issue notice to division staff via a Division of Personnel –wide email notice within 5 working days of the effective date. The email notice will contain:
 1. P&P name and number
 2. Primary users (e.g., Technical Services, departments, etc.)
 3. Effective date
 4. Attached policy and procedure(s)
- B. SPR will issue notice of all department policy and procedure (DEP) to Commissioners and Administrative Services Directors in the departments via email within 5 working days of the effective date. The email notice will contain:
 1. P&P name and number
 2. Primary users (e.g., Technical Services, departments, etc.)
 3. Effective date
 4. Attached policy and procedure(s)
- C. SPR will publish a list of newly issued policy and procedure in each issue of the HR Update newsletter. The P&P name, number and effective date will be published in the newsletter issue directly following the approval date. A link to the P&P web site will also be included.

II. Publication

- A. SPR will forward all approved policy and procedure to the division IT staff within 1 working day of the approval date.
- B. The division IT staff will post the newly approved policy and procedure on the division web site within 5 working days of the effective date.
- C. SPR and IT will work together to ensure the notification and web site publication occur simultaneously.